

INFORMAL WORK SESSION MINUTES

April 24, 2018 1:30 p.m.

BOC Conf. Room, 434 NE Evans St.

Present: Commissioners Mary Starrett, Richard L. "Rick" Olson and Stan Primozech

Staff: Laura Tschabold, Ken Huffer, Christian Boenisch, Mikalie Frei, Carrie Martin, Mike Green, Kim Aldrich and Cynthia Thompson and Michael Barnhart

Guests: Carl Peters, Recology; Dave Larmouth, Recology, Don Swain, Regional Manager- First Transit and Renee Guerrero, Transit General Manager – First Transit

Commissioner Starrett called the meeting to order at 1:40 p.m.

A. WORK SESSION: This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session – None

B. DEPARTMENT UPDATES:

1. Treasurer – Mike Green

Mr. Green gave a quarterly investment update. See Exhibit A.

C. PRELIMINARY CONSENT AGENDA:

Consensus of the board to forward preliminary consent agenda items C1- C7 to the consent agenda for formal session on Thursday.

Minutes

1. Approval of the following minutes:
 - a. February 20, 2018, Informal Work Session;
 - b. March 13, 2018, Informal Work Session; and
 - c. March 20, 2018, Informal Work Session

Contracts/Grants

1. Approval of Amendment #2 to the Agreement between Yamhill County Health & Human Services and Catholic Community Services (B.O. 15-236), effective May 1, 2018.
2. Approval of a change order to the Agreement between Yamhill County Health & Human Services and Integrity Builders (B.O. 17-365) in the amount of \$27,414.
3. Approval of Agreement between Yamhill County Solid Waste Department and Parametrix, Inc. for the post-closure monitoring, reporting and permit compliance technical

assistance project for Whiteson Landfill in the amount of \$50,376, effective December 15, 2017 through December 31, 2020.

4. Approval of Agreement between Yamhill County Solid Waste Department and Parametrix, Inc. for the post-closure monitoring, reporting and permit compliance technical assistance project for Newberg Landfill in the amount of \$53,560, effective December 15, 2017 through December 31, 2020.

5. Approval of the submission of the application for the 2018-2019 Yamhill County Assessment Function Funding Assistance (CAFFA) Grant Application in the amount of \$2,481,569.

6. Approval of a change order to the Agreement between Yamhill County Public Works and Haworth, Inc. (B.O. 16-266) in the amount of \$4,797 for the increase of landfill debris disposal rates regarding the Public Works shop demolition.

7. Approval of an Agreement between the Yamhill County District Attorney's Office and CorrectiveSolutions for the purpose of implementing the Community Accountability Program.

D. NON-CONSENT AGENDA ITEMS OTHER TOPICS FOR DISCUSSION: (Add to consent agenda or leave off)

1. Approval of a proposed rate increase of 3.5% by Yamhill County Solid Waste Department for Recology Western Oregon, effective July 1, 2018.

Carl Peters and Dave Larmouth of Recology provided explanation regarding the 3.5% adjustment request. Mr. Peters reports the increase is associated in part to recent global recycling and contamination restrictions.

Consensus of the board to move item D1 to the consent agenda for formal session on Thursday.

2. Approval of a proposed .95/ton CPI increase by Yamhill County Solid Waste Department for Riverbend Landfill tipping fees, effective July 1, 2018.

Kim Aldrich discussed the estimated CPI increase. Kim reports that Riverbend Landfill is also connected to the increase of recycling restrictions.

Consensus of the board to move item D2 to the consent agenda for formal session on Thursday.

3. Discussion of Yamhill County Transit Area Board of Directors action item regarding the Free Fare Day proposal, effective August 6, 2018.

Ms. Thompson reports that Free Fare Day will be a local event celebrating local riders and community transportation contributors. Ms. Tschabold noted this item is only for Board discussion and will be on the agenda at the YCTA Board of Directors meeting.

4. Discussion of the agreement between Yamhill County Transit Area Board of Directors and CTS Software for the purpose of new demand response scheduling software in the amount of \$30,140.

Ms. Thompson reports the proposal selected was based on cost and equipment. Ms. Thompson stated the cloud based software will include automatic updates as part of the 3 year proposed service agreement and meets HIPAA compliance protecting rider data. Ms. Thompson explained the equipment implementation. She noted that the mobile data terminal hardware will be purchased by First Transit and added to the purchase invoice ensuring they are covered by the grant. Yamhill County would retain ownership of the installed equipment regardless of subsequent vendors, which would alleviate transferring rider data from former vendors. The purchase is 100% funded through a technology grant. There was discussion regarding the method of service continuation in the event of network connection interruption.

5. Discussion of the purchase between Yamhill County Transit Area Board of Directors and Woodburn Transit of (1) used bus in the amount of \$1,500.

Ms. Thompson presented the Board with a copy of Woodburn Transit's invoice and reviewed bus features.

6. Discussion of a request by Yamhill County Transit Area Board of Directors for approval to provide funding for First Transit to lease (4) mid-size buses for six months in the amount of \$115,488.

Ms. Thompson discussed bus leasing options. Commissioner Primozych noted the benefits of purchasing a replacement fleet in lieu of ongoing leasing. The 4 buses are based on a state bid. Ms. Tschabold suggested that funding be extended to Transit from Discretionary (010-002) to Transportation (010-033) if the Board considered approval of purchase. The YCTA Board of Directors will be responsible for approval of purchase. The consensus of the Board was that the purchase of the buses is a better option than a lease.

Consensus of the board to amend item D6 to reflect the transfer of discretionary revenue (010-002), in an amount to be determined, to the agenda for formal session on Thursday for the purchase of four (4) new buses.

7. Consideration of adopting Resolution 18-05-03-1 proclaiming May 3, 2018 as National Day of Prayer.

After some discussion, the consensus of the board to move item D7 to the consent agenda for formal session on Thursday.

E. EXECUTIVE SESSION: None.

F. COMMISSIONER UPDATES/ANNOUNCEMENTS:

Following commissioner updates the meeting adjourned at 2:30 p.m.

Carolina Rook
Secretary

Accepted by Yamhill County
Board of Commissioners on
6/21/18 by Board Order
18-200

MS AR SP AR